

# County of Los Angeles: Local Small Business Enterprise (LSBE)

## Registration & Renewal Instructions

**Step 1:** Go to <http://camisvr.co.la.ca.us/webven> and login to your County WEBVEN profile with your assigned Vendor ID and Pin number.

*If you need assistance with your WEBVEN or VSS login information, you may contact Vendor Relations at (323) 267-2725.*

**Step 1 continued:** Upon logging into your profile, proceed as follows:

**\*If you see the following message upon logging in: “Our records indicate you have activated the Los Angeles County’s Vendor Self Service (VSS) Account...” continue to Step 2.**

**\*If you do not see the message in red as shown above, go to Step 5.**

**Step 2:** Click on **please [CLICK HERE](#)** to access and login to VSS account

**Step 3:** Login to your VSS profile with your User ID and Password

**Step 4:** Scroll down to Vendor Information and Click on the [Edit Vendor Information](#) Link

**Step 5:** Click on [Change Vendor Registration Information](#)

**Step 6:** Scroll to the bottom of page and click on [Add Certification](#), located next to [LSBE Certification Information](#).

**Step 7:** Fill in the required information from your State of California SBE Certification:

- State of CA-OSDC Reference Number (State Certification ID Number)
- Certification Start Date (mm-dd-yyyy)
- Certification Expire Date (mm-dd-yyyy)

**Step 7 continued:** Fill in the additional required business information and check off the authorization boxes:

- Address Line:
- City:
- Zip:
- Authorized Name:
  - ☐ Attestation Confirmation
  - ☐ *I hereby certify and attest, under penalty of perjury, that my principle place of business, as defined above, is and has been located within the County of Los Angeles for at least the past 12 months*

**Step 8:** Click on **[Submit](#)** **BUT WAIT, YOU'RE NOT DONE. Complete Step 9**

**Step 9:** Scroll to the top of page and click on **[FINISH](#)**. Now you're done!

**If you do not receive a confirmation email within 5 business days, contact our office at (323) 881-3964.**